Curriculum Vitae

Name : Sayak Sengupta Mobile : 8017263469 Email : sayak.s1982@gmail.com

Summary

Experience in hiring qualified experience & fresher candidates for different open positions in Software (Java, PHP, Symphony, Laravel, Web Designer, Software Tester etc), BusinessDevelopment for APAC, Europe & US region, Patent Analyst (Infringement, Landscape, SEP, Reverse Engg, Drafting & Prosecutions, Paralegal),Market Research.

Acquisition of new clients, Email marketing, client servicing

Company Name	: Khurana & Khurana and IIPRD
Designation	: Sr Associate HR, Gr Noida
Duration	: July 2023 till October 2023
Job Profile	-

- Receiving and understanding the requirements with respect to technical and general aspects sent by the Director.
- Carry out the recruitment process using various sources (job portals, job postings, professional networking sites, references, etc.)
- Screening application & select candidates for interview
- Briefing the candidates regarding the job profile & organization etc
- Sharing the shortlisted CVs to Director & schedule final discussion. Follow up on interview status and update candidate on the same.
- Sharing Offer & Appointment Letter.
- Processing paperwork for new joiners and people who leave the company
- Sharing screening exercise with intern candidates, allot internship month and issuing certificate after completion of internship
- Email marketing

Company Name	: ResearchWire Knowledge Solutions Pvt Ltd
Designation	: Sr HR Associate Recruitment, Noida
Duration	: August 2021 till July 2023
Job Profile	

- Receiving and understanding the requirements with respect to technical and general aspects sent by the respective teams.
- Carry out the recruitment process using various sources (job portals, job postings, professional networking sites, references, etc.)
- Experience in working on Naukriportal
- Screening application & select candidates for interview
- Briefing the candidates regarding the job profile & organization etc

- Sending the shortlisted CVs to the respective teams & then scheduling the interview of short listed candidates.
- Follow up on interview status and update candidate on the same.
- Handling hiring qualified experience & fresher candidates for different open position in Software (Java, PHP, Symphony, Laravel, Web Designer, Software Tester etc), BusinessDevelopment for APAC, Europe & US region, Patent Analyst (Infringement, Landscape, SEP, Reverse Engg, Drafting & Prosecutions, Paralegal), Market Research
- Processing paperwork for new hires and people who leave the company
- Working as a mediator when problems arise between employees and managers

Company Name	: IRA Immigration
Designation	: Client Service Manager, New Delhi
Duration	: September 2019 till August 2020
Job Profile	
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- Counselling clients via calling or walkin for PermanentResidency (PR) & Tourist visa for Canada, Australia & Yukon Work Visa
- Acquisition of new clients & followup with existing ones.
- Meeting revenue and bottom line targets

Company Name	: GlobalTree Careers Pvt Ltd
Designation	: Immigration Career Consultant, New Delhi
Duration	: April 2019 till September 2019
Job Profile	

- Counselling clients via calling or walkin for Permanent Residency (PR) visa for Canada & job search assistance for Canada, Australia, Germany, Singapore, UAE,UK, Hongkong
- Acquisition of new clients & followup with existing ones.
- Meeting revenue and bottom line targets

Educational & Professional Qualification:

B.Com from Calcutta University, 2004 Learned Power Hardware in computer systems from Brainware Learning HRBP Advance from CHRMP Academy

Personal Details:

: November 3 rd 1982
. November 5 1982
: Male
: Indian
: a) English (Read, Write & Speak)
b) Hindi (Read, Write & Speak)
c) Bengali (Speak)
: Single
: Sayak Sengupta
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